



Free Training for State Agencies

Federal Grants Management – August 24, 2009

www.recovery.wa.gov

What is the title of the training? Federal Grants Management

Who should attend? This class is for state and local managers and other staff responsible for the management of federal grants, especially for those programs receiving funding from the American Recovery and Reinvestment Act (Recovery Act). Financial staff, program managers, grant and contract managers, internal auditors, and risk managers may find this class particularly beneficial.

Although this class is aimed at state agencies receiving Recovery Act funds, this training will also be helpful for any government staff working in federal grant-funded programs.

What will I learn? The purpose of this training is to give employees a general understanding of federal grants and other forms of federal assistance. This training will help clarify the many complex grant requirements and how – in practical terms – to stay in compliance with those requirements. The training will also cover a variety of topics on mitigating risk, including:

- Agency staff and management responsibilities with federal assistance.
- Types of key compliance issues, including sub-recipient monitoring and Circular A-87 cost principles.
- Definition, examples, and applications of grant activities.

The class is basic in nature, but will include a Recovery Act - related focus where appropriate. It will be directed at Washington State agency requirements; therefore, some content may not be applicable to local government.

Who are the trainers? Andrea Brown joined OFM Statewide Accounting in 2000, where she serves as a senior consultant in support of accounting and reporting. She also provides statewide guidance on federal grant administration. Prior to working at OFM, Andrea was an Assistant State Auditor at the Washington State Auditor's Office (SAO). Andrea has over 16 years of accounting and auditing-related experience with the State of Washington.

Brad White is the Federal Single Audit Coordinator for the SAO and has worked there for 14 years. Brad has supervised and conducted audits of federal programs at various local governments, state agencies, and colleges. He provides technical assistance and training to SAO staff, state agencies, and local governments on federal grant audits and regulations. Prior to working for the SAO, Brad was employed at Casper College in Wyoming where he worked in federal financial aid programs.

How do I register? Please use this link to register: <http://www.ofm.wa.gov/training/default.asp>

Is there a cost? No, this training is FREE.



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When and where will this training be held? Monday, August 24, 2009, 9:00 am – 11:00 am, in Senate Hearing Room 4 in the John A. Cherberg Building on the Capitol Campus in Olympia. For directions to the Capitol Campus, use the linked [map](#).

What other trainings or classes will I be expected to attend?

The Governor's Economic Recovery Team is sponsoring a series of classes aimed at successful implementation of the Recovery Act. Similar to the Federal Grants Management class, the first four classes listed below are general, or refresher, training. The Contracting and Reporting Requirements courses are specific to the Recovery Act.

- **Antitrust and Fraud Awareness** – First classes were held in June. Another class is scheduled for August 19.
- **Basics of Internal Control** – First class held on July 27, with a second class on August 18.
- **Tips for Surviving a Single Audit** – Date TBD.
- **Risk Management** – First class held on August 25, with a second class in mid-September.
- **Contracting Requirements** – including Buy American, Davis-Bacon labor standards and Disadvantaged Business Enterprises – August 18.
- **Reporting Requirements** – Date TBD.

Can I earn continuing education credits for this training? Yes, we anticipate this class will be worth continuing professional education credit. Sign-in sheets will be available at the training.

For further information on all Recovery Act-related trainings, please contact:

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